

ADMINISTRATIVE INTERNAL USE ONLY

12 JAN 86

MEMORANDUM FOR: Director of Personnel

VIA: Office of General Counsel

STAT FROM:   
Director of Training and Education

SUBJECT: Request to Use the Official Seal of the  
Central Intelligence Agency on OTE Retirement  
Plaques

1. The Office of Training and Education is developing a Plaque to be given to OTE retirees. The Plaque would serve as a remembrance of the Agency and the individual's career with the Office of Training and Education. OTE believes the Agency Seal will increase the value of the Plaque to the individual and provide a more memorable keepsake.

2. In view of the above, it is requested that OTE be given permission to use the Official Seal of the Central Intelligence Agency on OTE retirement Plaques. A mock-up of the proposed Plaque incorporating the Agency Seal is attached for review.

STAT

Attachment:  
As stated

Distribution:  
Original 1 - Addressee  
1 - General Counsel  
2 - DTE  
2 - OTE/PERS  
1 - Registry

STAT OTE/PERS,

13 January 1986

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Plaques

CONCUR:

\_\_\_\_\_  
Office of General Counsel

\_\_\_\_\_  
Date

APPROVAL:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

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